

**Council On Aging
Minutes of Board Meeting
January 15, 2013 - Town Hall Clark Room**

The meeting was called to order by Vice Chair, Abha Singhal, at 10:38 AM. Board Members Present: Liz Bishop, Verna Gilbert, Elizabeth Acquaviva, Tom Dunkers, Jean Sain, Joanne Willens, Abha Singhal, Peggy Hilton, Liz Thibeault. Board Members Absent: Mary Daigle, Lillian DeBenedictis. Associate Members Present: Sandy McIlhenny, Natalie Ives. Associate Members Not Present: Jim Elgin, Phyllis Goff. Staff Members Present: David Klein, Angela Smith, Debbie Farrell. Staff Members Not Present: Peter Cullinane, Marna Sorensen. Friends Representative Present: Carolyn Shohet.

Transportation Report – The December report submitted by Debbie Farrell was accepted. The topics of van drivers' availability as well as Meals on Wheels were briefly discussed.

Social Worker's Report – The December report submitted by Peter Cullinane was accepted. Peter hopes to have more hours to devote to Carlisle clients going forward. He will also introduce himself to Chief Fisher.

Secretary's Report - The minutes of the December 20, 2012, Board Meeting submitted by Elizabeth Acquaviva were accepted.

Friends of COA – Carolyn Shohet gave an update on the Friends' fundraising efforts which are going well. FOCCOA accept contributions all year long. The sharing in the cost of a software program called Zinio for digital magazine subscriptions with the Friends of the Gleason Public Library was discussed. The Friends are in the process of planning their annual meeting for May and selecting a speaker.

Outreach Coordinator Report - The December report submitted by Angela Smith was accepted. Angela is looking for volunteers to bake for the COA monthly luncheon on February 21 followed by the National Charity League Valentine Tea. David commended Angela's success in working with Pastor Weibley and all the churches in town to replenish the Neighbor Fund. Angela acknowledged that Elizabeth Barnett assisted Pastor Weibley with the wording of the article that appeared in the Carlisle Mosquito requesting residents of the community donate to the fund. For a second year in a row, a very generous anonymous donor contributed \$5,000 for fuel assistance which enabled the FOCCOA to award a \$5,000 grant for fuel assistance to the COA. In addition, two secret Santas offered to support a couple of families in town with holiday gifts. Both of these secret Santas had received support themselves in the past.

COA Day Trips – Joanne Willens gave an update on senior lunch reviews. The Bamboo lunch was well attended. February 11 lunch will be at the Owl Diner in Lowell followed by Mangia Mangia in Billerica in March. The topic of how many attendees drive themselves versus take the COA van for the lunch reviews was discussed. Joanne encourages early sign up for the May 17 trip to the Isabella Stewart Gardner Museum trip.

Minuteman Senior Services – Jean Sain reported that the nutrition program was the focus of the Board meeting. Jennifer Stiff, the Nutrition Coordinator, gave an overview of the Meals on Wheels and congregate meals. Some of the congregate meals are considered deluxe meals and are a \$1.00 more. They are introducing Indian and Asian meals as well. Jean offered to show the January menu to those interested and on the back of the menu are tips that seniors may find helpful. The advocacy will be next month's topic of discussion and a representative of MMSS will meet with newly elected political officials to apprise them of MMSS.

Treasurer's Report - The December financial report submitted by Verna Gilbert was accepted. The budget line items for social worker's salary and line item for expenses were discussed.

Director's Report – The December report submitted by David Klein was accepted. At David's suggestion, Tim Goddard established a first page shortcut for "Senior Services" on the Town-wide website homepage that brings website users to the Council on Aging webpage. The online Ethics Training was discussed as it pertains to how often you must take the test and Charlene Hinton informed the Board it is every two years now and she will issue the new instructions shortly. The uses and limitations of My Senior Center were briefly discussed as well as an explanation of duplicated versus unduplicated on transportation reports. David indicated that the reports issued today have current stats from a previously emailed report. David requested that Board Members complete a Personal Information Form that he passed out for entering the information into My Senior Center. David discussed the midyear budget as it relates to salaries and expenses and a more in-depth review will be done at the end of March/early April when it will be clearer as to where expenses stand. The Concord Carlisle Community Chest grant has been submitted.

Committee Information/Old/New Business:

The midyear budget review and grant updates were discussed during the Director Report. Ideas for grant money from the Concord Carlisle Community Chest for next year were requested and discussed.

The Transportation Subcommittee will meet after the FinCom meeting to have a better sense of where things stand. The cancellation by riders at the last minute was discussed and any ideas as to how to deal with these situations were requested.

The Personal Information form for seniors to complete for My Senior Center was discussed further. Suggestions of how to go about announcing that the form needs to be completed were discussed and included placing an article in the Carlisle Mosquito, leaving a batch of forms at the library, requesting seniors come to the COA office and/or placing the form as an insert in the Carlisle Connection newsletter.

Nominating Committee – Elizabeth Acquaviva informed the Board that the Nominating Committee has met and begun the process of recruiting Board/Associate members for next year and requested input from current Board Members as to potential members that should be considered.

Meeting Adjourned: 12:00 PM.

Next Meeting: February 19, 2013 at 10:35 am, Town Hall-Clark Room.

Respectfully submitted,

Elizabeth Acquaviva
COA Board Secretary